



27th April 2022

Dear Councillor,

A Meeting of the Town Council will be held at **7:00pm on Tuesday 3rd May 2022** at Pye Green Community Centre.

You are invited to attend for consideration of the matters shown on the attached agenda.

Members of the public can attend the meeting in person and also have the option of joining remotely via the Zoom link. Members of the public may ask questions in the public participation section of the meeting only.

Join Zoom Meeting link:

<https://us02web.zoom.us/j/82623239486?pwd=ZkhGQUhFRGFJbDErV2lEUjZoMlhQdz09>

Meeting ID: 826 2323 9486

Passcode: 203550

Yours sincerely

Michelle Baker
Operations and Regeneration Manager
Clerk and Proper Officer

PUBLIC PARTICIPATION

Members of the public are invited to address the Council and ask questions before the meeting begins.

Additionally, County and District Councillors and local PCSO (if present).



AGENDA
MEETING OF HEDNESFORD TOWN COUNCIL
Tuesday 3rd May 2022 at 19:00

**Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford.
Members of the public are invited to attend in person and by Zoom.**

Public Participation

1. Apologies

2. Declarations of Interest

3. Minutes

- I. It is proposed that the Minutes of the Full Council Meeting held on 4th April 2022 are approved (enclosed agenda pages 4 to 9).

4. Annual Appointments for Town Council

- I. **Election of Mayor** for the 2022-23 Municipal Year:
Nominations and vote.
- II. **Election of Deputy Mayor** for the 2022-23 Municipal Year:
Nominations and vote.
- III. **Election of 3 x Committee Chairs** for the 2022-23 Municipal Year:
- Regeneration and Community Committee.
 - Pye Green Community Centre (PGCC) Committee.
 - Finance, Personnel and Operations Committee.
- IV. **To agree Committee Membership** for the 2022-23 Municipal Year:
- Regeneration and Community Committee.
 - Pye Green Community Centre (PGCC) Committee.
 - Finance, Personnel and Operations Committee.
- V. **Principle Speakers:**
Nomination and election of Principal Spokesperson roles:
- Homelessness and Vulnerable Adults.
 - Planning Matters.
 - Highways.
- VI. **Appointments to External Bodies:**
To agree the representatives to external bodies for the Municipal Year 2022-23:
- Cannock Chase Council Standards Committee.
 - Cannock Chase AONB.
 - CHAPS.

VII. **Schedule of Meetings for the Municipal Year 2022-23:**

- Full Council. First Tuesday of the month 7pm.
- Annual General Meeting of the Town Council 2023.
- Annual Town Assembly 2023.
- Regeneration and Community Committee frequency / day / time.
- Pye Green Community Centre (PGCC) Committee frequency / day / time.
- Finance, Personnel and Operations Committee frequency / day / time.

5. Mayor's Announcements

- I. Easter Town Decoration.

6. Responsible Finance Officer (RFO)

- I. Year-end Accounts, AGAR and Audit for Full Council.
- II. Council budget for 2022/23

7. Operations and Regeneration Manager, Clerk and Proper Officer

- I. Bloomin' Cannock Chase – Council to decide on location for next project. In 2022 Stookies Alley was selected.
- II. Update on the Market – road closures / street trading licence / site plan / revised fees / application form / entertainment / banners. New Market Assistant required.
- III. Update on Hednesford Life magazine.
- IV. Update on Market Street banners.
- V. Update on defibrillators.

8. Papers / Reports from Councillors, Committee Chairs and Principal Speakers

- I. To consider the following Motion submitted by Cllr Paul Woodhead:
Interim Working Arrangements: Proposal for Council to authorise Committee Chairs to act on projects within their remits in consultation with their respective Committee members and any decisions or actions to be reported back to Full Council at each meeting by the Committee Chair.
- II. Chair of Regeneration and Community Committee, Cllr Paul Woodhead:
Update on continuation of Chaserider / Hednesford Hopper initiative
- III. CCTV Statistics – Cllr Paul Woodhead
To note the CCTV report (agenda pack pages 9 to 10).
- IV. Principle Speaker for Planning – Cllr Sharon Jagger
To note the attached list of planning applications (to follow, from Cllr Jagger).

9. Items for the next meeting Agenda

To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted.

10. Private and Confidential Business

- I. Personnel update.



**MINUTES OF THE MEETING OF
HEDNESFORD TOWN COUNCIL**
Tuesday 4th April at 19:00

**Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford.
Members of the public were invited to attend in person and by Zoom.**

Present:

Cllr Kathryn Downs (Mayor)
Cllr Arthur Roden
Cllr Sharon Jagger
Cllr Debbie Cartwright
Cllr Paul Woodhead
Cllr Stuart Crabtree

In Attendance: Officers: Michelle Baker (Operations and Regeneration Manager / Proper Officer), Ginetta Adams (Community Centre and Administration Officer)

Members of Public: Mr David Wisehall (Chair of Station Adoption Group, and two other members of the public.

1. Apologies

Cllr Darrell Mawle, Cllr Laura Harrison and Cllr Mandy Dunnett

2. Declarations of Interest

None

3. Minutes I.

It was proposed that the Minutes of the Full Council Meeting held on 15th March 2022 were approved (enclosed agenda pages 4 to 7).

Proposed - Cllr Paul Woodhead

Seconded - Cllr Garry Jones

Resolved - By unanimous vote - Minutes agreed as a true record

Note: Cllr Sharon Jagger provided a hard copy of the minutes annotated with suggested amendments on the day of the meeting to Officers. GA to update.

4. Mayor's Announcements

I. Mayor Kathryn Downs formally recognised and congratulated the amateur dramatics society performances by Staffordshire University Academy. Cllr Laura Harrison had attended a performance and had informed the Council how fantastic it had been.

II. March Farmers and Craft Market had taken place with 70 stalls plus free entertainment with Transformer Optimus Prime and Batman; shoppers also received

free -Visit Hednesford bags for life. The entertainment and bags had been funded through the ERDF Welcome Back funding for town centres which concluded on 31st March 2022. This was another great success and Mayor Cllr Kathryn Downs congratulated all involved

III. Councillor surgeries had taken place last month for residents to come along with queries / concerns and speak directly to their local Hednesford Town Councillors. The Councillor Surgeries are held at Pye Green Community Centre on the third Thursday of every month 6pm – 7pm and at the Farmers and Craft Market on the last Saturday of every month 11am – 12pm.

IV. VE Day and Armed Forces Day update. VE Day - there will be Spitfire fly over held at the Museum of Cannock Chase tickets can be purchased directly. Armed Forces Day will be on the same day as the Farmers and Craft Market in June, so we will be liaising with trader regarding this, there will also be an event held in Hednesford Park.

V. Forthcoming nominations and elections in May for Council Mayor, Committee Chairs and the membership of the three Committees. Mayor Kathryn Downs asked Councillors to consider their nominations ahead of the next meeting reminding all they will need a proposer and a seconder.

5. Operations and Regeneration Manager, Clerk and Proper Officer.

I. To propose that Council approve the budget recommendations by the Committees

(see separate attachment). On the 15th March 2022 Hednesford Town Council were presented with a budget that was £32,000.00 over budget, this was caused by Cannock Chase District Council rejecting the proposal to assign the lease of Pye Green Community Centre to 1st Hednesford Scouts. As Hednesford Town Council remain responsible for managing the Community Centre, the associated costs have had to be added back to the draft budget resulting in the overspend shown on the proposed budget for 2022/23.

The draft budget was reviewed by the three Committees to review so that it could be within budget. The Regeneration and Community Committee recommended that the following initiatives were cancelled for financial year 2022/23: The Open-Air Cinema including the screening of the Commonwealth Games, Hednesfit Yoga, Chase Pride grant, Remembrance Sunday budget (the Parade will still go ahead) and the contract for the PR Agency; this will create total cost savings of £20,787.00.

The PGCC Committee recommended the removal of Bar Equipment and Refreshments from the budget saving £400.00.

The recommended cuts provide a total saving of £21,187.00 resulting in a much lower deficit of £11,845.00.

Proposed - Cllr Paul Woodhead

Seconded - Cllr Stuart Crabtree

Resolved by a unanimous vote to approve the budget with deficit.

Note: The Acting RFO (Responsible Finance Officer) is to prepare a cost centre breakdown and present to Full Council in May, including the current Reserves and CIL funding remaining.

II. To consider the revised hire fees for Pye Green Community Centre (agenda pack pages 8 to 14). There will be a marketing campaign to promote Pye Green Community

Centre to increase occupancy rates with new banners on railings, advert in Hednesford Life magazine and a social media campaign.

As PGCC operates at a loss, it is also recommended that the following increased hire fees are effective from 1st June 2022:

Items 1-4

Monday to Sunday 9am – 5pm £16.00 per hour

Monday to Sunday 5pm – Midnight £20.00 per hour

Children's / Adults Party without bar facility £250 - 5pm - Midnight

Adult Party with bar facility £300 – 5pm - Midnight

Cllr Garry Jones requested an amendment that, the fees for holding a party are subject to the PGCC Committee being able to monitor and they review if demand is not there at the higher prices.

Proposed - Cllr Debbie Cartwright

Seconded - Cllr Paul Woodhead

Resolved by unanimous vote - for recommendations 1-4 in the agenda pack, including the amendment

Item 5 To consider the removal of 15 minutes free hire time either side of a booking. A hirer can still have 15 minutes either side of their booking time but it will be chargeable from 1st June 2022:

Proposed - Cllr Sharon Jagger

Seconded - Cllr Debbie Cartwright

Resolved to remove the 15 minutes by 6 votes, Cllr Arthur Roden voted against

III. To consider the Motion that Council formally approve the (draft) PGCC hire agreement effective from 1st June 2022 (included within the agenda pack pages 15 to 26). Councillors were invited to review the document and provide feedback. It is a working document that will be populated as decisions are made i.e. to include agreed hire fees. It is proposed that Council adopt the PGCC Hire Agreement in its current form and the PGCC Committee monitor updates. Cllr Debbie Cartwright (Chair of the PGCC Committee) went through previous requested amendments to the document. Cllr Garry Jones requested a clause to be added to the document stating that it is a working document and Hednesford Town Council reserve the right to make minor alterations. Cllr Sharon Jagger requested that this Council formally agrees the urgent need for a PGCC hire terms document and formally agrees the attached as a 'working draft' which each Councillor may provide feedback upon with a view to production of a final version for this council to adopt at the May meeting. That the PGCC Committee set out the intended process for obtaining feedback and for preparing the final document for council's approval – and that PGCC members ought to assist in this process otherwise it is an unfair heavy workload to place upon just one admin officer.

Proposed - Cllr Debbie Cartwright

Seconded - Cllr Arthur Roden

Resolved by unanimous vote to agree the document to include Cllr Garry Jones suggested clause that minor amendments and reasonable additions can be made to the hire agreement (any amendments to be brought as a matter of information with date and version number).

IV. Verbal update on control the bleed kits, litter bins and snow grit bins. The Bleed Kits have been ordered, we are awaiting confirmation form CCDC that the litter bins will be added to their collection route, the snow grit bins will be ordered and will be filled and maintained by HTC.

6. Responsible Finance Officer (RFO)

I. Items for the internal audit: Review the risk policy and assessments, standing orders and financial regulations, fixed asset register. Update to be provided. All policies will be reviewed by Officers and brought back to the May/June meeting.

7. Papers / Reports from Councillors, Committee Chairs and Principal Speakers

Cllr Paul Woodhead, Chair of Regeneration and Community Committee:

I. Wayfinding Signage To consider the proposal for a CIL funded wayfinding signage project (enclosed agenda pack pages 27 to 32). Cllr Paul Woodhead asked for the attached paper to be agreed in principal depending on Officer's time restraints.

Proposed - Cllr Paul Woodhead

Seconded - Cllr Sharon Jagger

Resolved to agree proposal in principal by unanimous vote.

Update Chair of Finance, Personnel and Operations Committee, Cllr Sharon Jagger:

II. Verbal update: The Finance, Personnel and Operations Committee met on 22nd March and the following matters are brought to full Council for agreement:

- **To agree to adopting a “zero tolerance to abuse” policy in connection with abuse [and inciting abuse] of Officers, Pye Green Community Centre staff and Councillors alike. To include verbal face to face abuse, verbal abuse over the telephone, and written abuse including abuse written on social media platforms.** It was agreed that over recent months Councillors and Officers have been subject to abuse and cyber bullying, some have which has been reported to the Police, a zero-tolerance policy against abuse and bullying in any form is required, Cllr Sharon Jagger advised she is happy to draft this policy and bring it back to Council for approval, it was also agreed that this should be incorporated into the PGCC hire agreement.

Proposed - Cllr Sharon Jagger

Seconded - Cllr Debbie Cartwright

Resolved by unanimous vote to adopt a zero-tolerance policy.

- **To agree to defer a decision regarding the current flexi-working arrangements for Officers.**

Proposed - Cllr Sharon Jagger

Seconded - Cllr Paul Woodhead

Resolved by unanimous vote to defer the agreement.

Principle Speaker for Planning, Cllr Sharon Jagger:

III. For approval, attached list of planning applications (enclosed agenda pack page 33). No adverse observations.

Cllr Arthur Roden:

IV. To propose that Hednesford Town Council Officers formally request Cannock Chase District Council or Staffordshire County Council (whoever is responsible) to maintain and prune the trees along Market Street which may be obstructing the CCTV coverage in the town centre which Hednesford Town Council funds. Photos were shown how the CCTV cameras are obstructed by trees.

Proposed - Cllr Arthur Roden

Seconded - Cllr Debbie Cartwright

Resolved to agree the proposal by 5 votes. Cllr Sharon Jagger and Cllr Garry Jones abstained.

V. To propose that Hednesford Town Council Officers formally request Network Rail to undertake a litter pick on the land near to the railway line, adjacent to The Aquarius. If Network Rail refuse, for Hednesford Town Council to arrange this. It was agreed this should be done but with an amendment to omit the last line (**If Network Rail refuse, for Hednesford Town Council to arrange this**) due to health and safety with live rail lines and Hednesford Town Council does not have the authority to access the private land.

Proposed - Cllr Arthur Roden

Seconded - Cllr Debbie Cartwright

Resolved to agree the proposal with amendment by 6 votes, Cllr Sharon Jagger abstained.

VI. To propose that the Council instruct Officers to prepare a report on the provision of CCTV services in the town centre and whether these offer value for money for residents of Hednesford. The Partnership Team who operate the CCTV at Cannock Chase District Council and the local Police Inspector have been invited to discuss the anti-social behaviour, Parking and Drug issues, It was proposed to defer this until the next meetings after these talks have gone ahead.

Proposed - Cllr Paul Woodhead

Seconded - Cllr Debbie Cartwright

Resolved to agree the proposal to bring this back to a later meeting.

VII. To propose that the Council instruct Officers to obtain a quote for converting the lighting at PGCC to LED lighting. Due to Officer time restraints, it was proposed that there is an amendment for this to be taken back to the PGCC Committee to be further developed.

Proposed - Cllr Debbie Cartwright

Seconded - Cllr Sharon Jagger

Resolved by a unanimous vote that this be taken back to the PGCC Committee.

To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted.

- Personnel update – Mayor, Cllr Kathryn Downs.



Dear

Re: **CCTV Monitoring Hednesford Town Council**

Please see attached statistical information collated from CCTV within the month of

LOGGED INCIDENTS	Mar	Feb	Jan
ANTI-SOCIAL BEHAVIOUR (INC. DISTURBANCE AND DRUNKENESS)	3	7	8
ASSAULTS	0	1	0
AUTOCRIME (INC. THEFT OF/FROM MOTOR VEHICLES)	0	2	0
BURGLARY	0	0	0
CRIMINAL DAMAGE (INC. GRAFFITI)	0	1	0
COVID BREACH	0		
DOMESTIC INCIDENTS	0	0	0
DRUG RELATED ACTIVITY (INC. POTENTIAL COUNTY LINES)	0	0	3
KEEP IN VIEW (KIV) / OBSERVATIONS	0	0	0
MISSING PERSONS	1	2	0
MONITOR	3	16	27
OTHER	0	2	2
ROBBERY	0	2	0
ROUGH SLEEPERS	0	0	0
SHOPLIFTING	0	2	2
SUSPICIOUS ACTIVITY	10	14	47
TRAFFIC	3	13	6
WELFARE CHECK / (HEALTH & SAFETY)	0	0	0
WEAPON	0	1	0
OTHER	0	0	1
TOTAL	20	63	96
COMMUNICATIONS AND MONITORING			
AREAS MONITORED	165	207	234
AMOUNT OF TIMES WE CONTACTED POLICE	1	6	4
AMOUNT OF TIMES POLICE CONTACTED US	2	2	2
IR (OVERHEARD BY CCTV - POLICE CALL OUT TO ALL CHANNEL USERS)	0	0	0
AMOUNT OF TIMES WE CONTACTED OTHER PARTNERS (LICENSED PREMISES, STORES ETC.)	0	8	8
AMOUNT OF TIMES OTHER PARTNERS (LICENSED PREMISES, STORES ETC.) CONTACTED US	0	8	8
IMPACT ON SERVICE			

NUMBER OF CAMERA FAULTS	0	0	0
RECORDING DAYS LOST TO CAMERA FAULTS			

TRENDS

Quite a sharp drop in most areas this month due to non-appearance of previous drug deals and related associates. Overall observations maybe slightly down due to other areas having live ongoing lengthy incidents that required operators full coverage, but this is always balanced out where possible.

CASE STUDIES

Usual issues with cars racing on Tesco's car parks and what is perceived to be ASB but is actually a few cars with youths speaking to each other whilst parked up. Patrols carried out by operators noting anything suspicious but appears to have been a quiet month.

Kind regards,

Lucy Frost
CCTV Operator